

Local Agency Formation Commission of Napa County

Policies Regarding the Positions of Public Member and Alternate Public Member

Policy on the Appointment of the Public Member for a Full-Term (Adopted: October 11, 2001)

Government Code §56334 establishes that the term of members of LAFCO shall be four years and shall commence on the first Monday in May.

Pursuant to Government Code §56325(d), which provides that a representative of the general public shall be appointed to LAFCO, upon the expiration of a four-year term of the public member of the Commission, it is the policy of the Commission that:

1. At a regular Commission meeting no less than 120 days prior to the expiration of the public member's term, the Executive Officer shall inform the Commission of the impending vacancy and whether the incumbent is eligible to seek reappointment. The Executive Officer shall also recommend and seek approval for a list of publications to which a news release concerning the vacancy shall be sent. The Commission shall determine the date of the hearing at which it shall consider applications and make its appointment.
2. No less than 60 days prior to the date of the hearing, the Executive Officer shall issue a news release announcing the existence of a vacancy on the Commission. The news release shall outline the function and purpose of the Commission, indicate the application filing period and invite interested persons to contact the Executive Officer for an application and information concerning the general duties and responsibilities of the public member. The announcement shall indicate if the incumbent is eligible to seek reappointment.
3. The application filing period shall be determined by the Executive Officer, and shall be such that the applications can be made available to the city and county regular members of LAFCO no less than 7 days prior to the hearing at which the appointment of the public member is scheduled to be considered.
4. If it becomes necessary for the Commission to cancel or reschedule the date of the meeting at which it has scheduled the hearing on the appointment of the public member, the hearing shall be conducted at the next meeting of the Commission.
5. Selection Criteria - The public member shall be a resident of Napa County. No person may serve as the public member of the Commission who at the same time is an officer or employee of a local public agency or who is a member of a public board, commission, or committee that has the authority to make advisory or final decisions relative to the use of land or the provision of services thereto. Such persons shall be eligible for appointment but upon appointment, shall resign any conflicting position specified above. In selecting the public member, the Commission shall consider the applicant's qualifications as described in his or her application and the reasons listed for wanting to serve as a member of the Commission.

Policy on the Appointment of the Public Member Upon Mid-Term Vacancy
(Adopted: October 11, 2001)

Should the position of public member become vacant prior to the expiration of the term, it is the policy of the Commission that it may fill the unexpired term through one of the following:

1. Choose from among the remaining applicants for the position if no more than 12 months have passed since the appointment of the public member.
2. Appoint the alternate public member.
3. Fill the position in the manner prescribed for the appointment of a public member to a full term.

Policy on the Appointment of the Alternate Public Member
(Adopted: October 11, 2001)

It is the policy of the Commission that appointments to the position of alternate public member, for either a full-term or to fill a mid-term vacancy, shall be conducted in the same manner established for the regular public member.